

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Captain
Department: Sheriff's Office
Revised : July 2004

Class : Professional
FLSA : Exempt

This job description supersedes any prior description for the Captain classification.

GENERAL DESCRIPTION

Highly responsible supervisory work in law enforcement. Supervision is given to a staff of law enforcement employees and, under emergency conditions, such authority may extend to organizational components and personnel outside of the division. Supervision is received from the Major. Work is reviewed through observation and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Directs personnel within the division to assure the proper performance of duties and adherence to established rules, regulations, policies and procedures.

Makes recommendations for hire, fire, promotion, or other status changes for staff supervised that is given particular weight by the Sheriff.

Executes orders and observes all regulations as prescribed by the Major and formulates command decisions which ensure that such orders, regulations, and decisions are obeyed and carried out.

Coordinates and supervises the operations of all teams, sections, and units within the division in all necessary matters; ensures a high degree of lateral cooperation and exchange of information is maintained.

Evaluates job performance and completes performance appraisals on staff supervised.

Keeps abreast of the affairs of the division and ensures subordinate officers are active in the performance of their duties and that no partiality, favoritism, undue leniency, or any injustice is shown.

Participates in regular conferences with the Major concerning operational activities, problems, and division needs, including budgetary and administrative functions.

Responsible for the purchase, inventory, and maintenance of equipment assigned to the Sheriff's Office.

Provides for the inspection of all personnel equipment and documents of the division.

OTHER JOB FUNCTIONS

Supervises special projects as assigned by the Sheriff.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

Job Title: Captain
Page : 2

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of federal, state and local laws and ordinances.

Ability to instruct, organize, and supervise the work of subordinate personnel.

Ability to communicate both orally and in writing.

Ability to plan, supervise and participate in a variety of law enforcement goals and activities.

Ability to establish and maintain effective working relationships with fellow employees, news media representatives, and the general public.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, bending, stooping and lifting weights of approximately 65 lbs or less unassisted and weights over 65 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work may include operation of a motor vehicle. Work may include use of a firearm. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree in Criminal Justice and three years of supervisory experience in law enforcement, or equivalent combination of education and experience.

**This job description does not create an employment contract,
implied or otherwise.**